

Kingman Park Civic Association
P.O. Box 48228
Washington, D.C. 20002-48228

September 21, 2012

Ms. Kim Williams
National Register Coordinator
D.C. Preservation Office
D.C. Office of Planning
1100 – 4th Street, S.W. E650
Washington, D.C. 20024

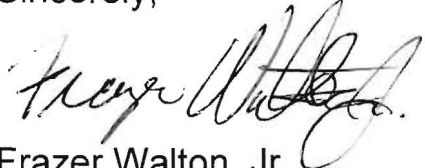
Re: Application for Historic Landmark and Historic District
Designation. Enclosed, please find application and \$100 check
filing fee.

Dear Ms. Williams:

Enclosed, please find 1) The DC Historic Preservation Review
Board Application completed form; 2) NPS 10-900 completed form
with accompanying pictures and maps; 3) Articles of Incorporation
and by-laws addressing historic preservation; \$100 check for filing
fee.

Thank you, and I look forward to having our application
processed and approved.

Sincerely,



Frazer Walton, Jr.

Kingman Park Civic Association

P.O. Box 48228

Washington, D.C. 20002-8228

NB: The By-laws of the Kingman Park Civic Association are for member's use only. They are not to be distributed, disseminated, published electronically or in any other way for non-members.

Constitution

Preamble:

We, the citizens of the territory bounded: on the North my "M" Street, N.E.; on the West by 15th Street and Bladensburg Road, N.E.; on the South by East Capitol Street, N.E. and ; on the East by the Anacostia River do hereby organize and association for the purpose of ensuring a ready medium, through which to deal with questions, involving the civic rights and interests of the citizens of the territory specified above, and to that end, we do hereby ordain and establish this Constitution and these By-laws for the government thereof.

Article I: NAME

Section 1. This Association shall be known as the Kingman Park Civic Association.

Article II: OFFICERS

Section 1. There shall be a president, vice-president, secretary, a treasurer, a chaplin, sergeant-at-arms, an editor, and a historian.

Article III: TENURE OF OFFICE

Section 1. The tenure of office of all officers, standing committees, and representatives to the Federation of Civic Associations shall be two (2) years, or until such time as their successors shall have been duly nominated and elected and installed.

ARTICLE IV: DUTIES OF OFFICERS AND COMMITTEES

Section 1. (a) The **President** shall preside over all regular and special meetings and appoint all committee and special officers; he/she shall countersign all drafts and orders drawn against the Association; and shall perform such other duties as may properly be performed by such officer.

(b) The **Vice President** shall act in the absence of the President and when acting, shall be vested with the full powers, duties, and privileges of the President, and such other duties as assigned by the President.

(c) The **Secretary** shall keep accurate minutes of all proceedings of the Association; shall receive and answer all official authorized correspondence by the Association, and shall retain copies of the same; and shall perform such other duties as may properly be performed by such officer.

(d) The **Treasurer** shall deposit all funds in a bank designated by the Executive Committee, and shall make a quarterly report of all receipts and disbursements, and shall be bonded by the Association. The treasurer shall keep and accurate and intelligible records of all receipts and disbursements of the Association, write and sign all drafts and all orders for funds to be drawn from the Treasury, and shall make a quarterly report of receipts and disbursements, and other such duties as may be properly be performed by such officer.

(e) The **Chaplin** shall open and close all meetings of the Association with a prayer or inspirational reading.

(f) The **Sergeant-at-Arms** shall preserve order and

shall perform such duties as may properly be performed by such officer.

(g) The **Editor** shall publish the Association Journal and be responsible for all publications.

(h) The **Historian** shall be custodian of all records of the Association.

Article V: ELECTIONS

Section 1. Elections of all officers shall be held at the regular meeting in October of each two years. A majority vote shall be necessary to elect.

Article VI: MEMBERSHIP

Section 1. Membership in the organization is open to all persons residing within the boundaries of the association. Membership is contingent upon good citizenship, and decent and moral conduct within the community. No member or non-member will be permitted to obtain membership, or retain membership in the association, if he or she disparages, defames, libels, or discusses other members of the association in and through print media, electronic mail [e-mail], telephone or any other mode of communication that is not authorized or permitted by association, its executive board and officers.

Section 2. An applicant for membership shall be required to present two forms of identification in order to be considered for admission as member of the association. An applicant shall be required to present (1) a D.C. Driver's license or non-driver's license, (2) either a utility bill, rental lease or property deed as sufficient proof of residency within the association's boundaries.

Article VII: AUTHORITY

Section 1. The current edition of *Roberts Rules of Order* shall be the

authority in all matters of procedures not specifically set forth in this Constitution. This Constitution may be amended by a majority vote of those members present at any regular meeting, who are in financial good standing with the Association. Notice in writing of such amendment(s) should be given thirty (30) days prior to such meeting.

By-Laws

1. Meetings:

The regular meeting of the Association shall be held on the second Tuesday of each month, from October through May, inclusive or as the President deems necessary. Meetings shall be held at such places as the Executive Committee designates from time to time. Ten (10) members shall constitute a quorum for the transaction of business at each meeting. This quorum must be maintained for all issues that require a vote.

2. Dues:

The Association dues shall be \$10.00 (ten U.S. dollars) per person annually (January-December); only financial members in good standing shall be able to vote on matters in the Association.

3. Committees:

- There shall be an **Executive Committee** consisting of all elected officers and chairperson(s) of all regular standing committees.

- The **Executive Committee** shall have authority to see that all laws of the Association are enforced, and shall complete authority to act for the Association between regular meetings and during recess periods. Five (5) members shall constitute a quorum for the transaction of business the Executive Committee.

- There shall be an ***Education Committee*** consisting of three (3) or more members.

- The duties of the ***Education Committee*** shall be to investigate and report all matters which deal either directly or indirectly with the School System, as related to the community.

- There shall be a ***Legislative Committee*** shall consist of three (3) or more members.

- The duties of the ***Legislative Committee*** shall be to acquaint themselves with all laws and be responsible for representation at all hearings that may be germane to the community.

- There shall be a ***Health and Sanitation Committee*** consisting of three or more members.

- The duties of the ***Health and Sanitation Committee*** shall be to see that all health laws are enforced in the community and provide programs on general health instruction.

- There shall be a ***History Committee*** consisting of three (3) or more members.

The duties of the ***History Committee*** shall be to record all history of the organization and Kingman Park community, and prepare and submit all applications for historic landmark and historic district designations to the District of Columbia government, the United States government and any other agencies or organizations deemed necessary.

- There shall be a ***Public Utilities Committee*** consisting of three (3) or more members.

The duties of the ***Public Utilities Committee*** shall be to see that adequate and functioning utilities are provided in the community.

- There shall be a ***Ways and Means Committee*** consisting of three or more members,

- The duties of the **Ways and Means Committee** shall be to devise plans by which the general well-being of the Association can be improved.
- There shall be a **Recreation Committee** consisting of three or more members.

Kingman Park Civic Association By-Laws – Amended November 2010

- The **Recreation Committee** shall be to see that necessary recreational facilities are provided and maintained for the area.
- There shall be a **Membership Committee** consisting of three or more members.
- The duties of the **Membership Committee** shall be to increase and maintain membership of the Association.
- There shall be a **Nominating Committee** organized for each election year.
- The President may appoint two (2) members of the five (5) member **Nominating Committee** in May, the three (3) additional members shall be nominated from the floor. An Executive member may serve providing he/she is not running for office.
- The Nominating Committee will present its slate for election in October. Installation shall take place in November and the Newly Elected Officers will take their seats in December.
- A person may not be eligible for an elected office unless he/she has been a member in good financial standing and have good citizenship for two (2) years prior to the date of election.
- There shall be a **Hospitality Committee** whose duties are to welcome and introduce new members, send convalescent and condolences, assist in the planning of social activities.

- There shall be a ***Constitution Committee*** consisting of all of the members of the standing ***Executive Committee***.

- The duties of the ***Constitution Committee*** will be to periodically review the document to determine the necessity for changes, amendments, repeal of amendments, etc. This committee will make recommendations to the membership which will approve/disapprove changes by a majority vote of those present at a regularly scheduled meeting.

Kingman Park Civic Association By-Laws – Amended November 2010

NOTE: All committee structure and function will be based on the capability of the Association to identify a sufficient number of volunteers to serve. The Executive Committee will determine the extent and priority of committee structure.

4. *D.C. Federation of Civic Association:*

There shall be appointed to the Federation of Civic Association, five (5) delegates, one of whom shall be the President.

There shall be an alternate appointed for each delegate, who shall serve and vote in the absence of the principal.

5. *Absenteeism:*

Any officer, or chairman of committee who fails to attend meetings for three (3) consecutive months, without reasonable cause or explanation, or does not supply evidence to the Association or the Executive Committee members of having been engaged in the duties of said office, or committee, shall automatically have such absences constructed as a resignation from said office or committee.

6. *Political Policy:*

The policy of this organization regarding political matters and or individuals shall be:

1. We require the support of all incumbents office holders, be they elect (Mayor, City Council, ANC's etc.) or appointed (Department Head, etc.) to complete our plans and projects.
2. Communication and participation with the above of office holders should be encouraged, especially as it related to ongoing Kingman Park Civic Association plans and/or projects.
3. Priority consideration should be given to officials who request, preferably in writing speaking time on our meeting agendas.

Kingman Park Civic Association By-Laws – Amended November 2010

4. Regarding political campaigning, Kingman Park Civic Association should maintain a non-partisan low profile posture. Kingman Park Civic Association is a neighborhood, resident organization therefore under no circumstances should the organization be used as a political campaign forum unless that campaign directly affects the Kingman Park Civic Association.

1978 Version submitted by:

Louise Garner, Chairperson

Frances Queen

Beulah Jones

George Neal

1990 Amendments submitted by:

Executive Committee

Julian C. Nicholas, President

1999 Amendments submitted by:

By-laws Committee

Veronica E. Raglin, Chairperson

Alan Green

Rita Webb

2010 Amendments submitted by:

Executive Committee

Frazer Walton, Jr., President

**2011 Amendment submitted by:
Executive Committee
*Frazer Walton, Jr., President***